

For Committee Use Only:
Submitted _____
Resubmitted _____

NOMINATION FORM
MISSOURI BUSINESS EDUCATION ASSOCIATION
BUSINESS EDUCATOR OF THE YEAR AWARD

*Outstanding Contributions to Business Education by a
Postsecondary Business Teacher
(other than a College or University Teacher)*

ELIGIBILITY: The recipient must be a member of MBEA (also NBEA to be eligible for NBEA/NCBEA awards) teaching business at the postsecondary level. The recipient's contributions may have been made over an extended period of time, but the major impact must have occurred within three years prior to nomination. The nominee must return to teaching in the next school year. Retirees should be nominated for the Distinguished Service Award.

NOMINATION GUIDELINES

1. Nominations may be made by any MBEA member.
2. **Nominations must be on the official form below along with the biographical data of nominee on page 2. Responses to each criterion on page 3 must not exceed one page, one side only.** Please type each statement at the top of a separate sheet of paper before beginning your response. **A 10-point or larger font is required.**
3. **A maximum of five (5) supporting letters, each limited to one side of one 8 1/2 x 11 paper or letterhead,** may accompany the nomination. A 10-point or larger font is required. Please note: Letters longer than one page will result in disqualification of the nominee.
4. No additional pages or material should be included with the nomination form other than letters as stated above.

Five copies (5) of the nomination packet must be submitted to the MBEA Awards Chair and **postmarked by May 1.**

Debra Hoffman
1415 Douglas Drive
Jackson, MO 63755

**FAILURE TO FOLLOW ANY OF THE NOMINATION GUIDELINES WILL
RESULT IN DISQUALIFICATION OF THE NOMINATION**

Full Name of Nominee _____ Date _____
Home Address _____
Home Phone _____ Present Position _____
Email _____

Name of Nominator _____
Home Address _____
Email _____ Home Telephone _____

BIOGRAPHICAL DATA OF NOMINEE

(list most recent activities first)

1. **DEGREES** (List degrees and institutions)
2. **TEACHING EXPERIENCE** (Give years of experience in business education teaching, administration, or supervision.)
3. **PROFESSIONAL MEMBERSHIPS**
4. **HONORS AND AWARDS**
5. **PUBLICATIONS**

CRITERIA FOR AWARD

Please type each criterion at the top of a separate sheet of paper. Each response must not exceed one page, one side only. A 10-point or larger font is required.

1. Contributions to business education through teaching. Include information about classroom teaching performance, years of experience, and subject areas taught; give evidence of effectiveness (student, peer, and administrative evaluations). Supporting documentation from students, administrators, and/or professional colleagues (incorporated into the narrative) is essential to this criterion. Do not include copies of student evaluations or other documentation. (Maximum points - 60)
2. Participation and offices held in local, state, regional, and national professional associations. Special activities that resulted in needed changes or improvements in the profession. (Maximum points - 15)
3. Involvement in other activities such as departmental responsibilities, serving on committees, and working with student organizations. (Maximum points - 10)
4. Contributions to business education through major articles, refereed publications, non-refereed publications, and research activities (including grant proposals). Describe the significance of such activities on the profession. List--**but do not include copies of --** articles, monographs, books, etc., published by the nominee. (Maximum points - 10)
5. Contributions to business education through religious, civic, government, cultural, private business organizations. (Maximum points - 5)

NOMINATION PACKAGE MUST BE POSTMARKED BY MAY 1.

Mail to:
Debra Hoffman
1415 Douglas Drive
Jackson, MO 63755